



Baynton Williams Countdown Checklist

Two to Four Weeks Before:

Packing

Before any packing begins, decide if there are any items you wish to dispose of, i.e. auction or donate to a charity shop. If you're planning to pack yourself, make sure you obtain all the necessary materials (Call Baynton Williams).

Relatives & Friends

Go through your address book and send out Change of Address cards.

Financial

Notify those concerned of your change of address i.e. Credit Cards, Store Cards, Standing Orders, Direct Debits, Stocks and Shares.

Vehicles

Driving Licence - Complete section 1 and Motor Vehicle Registration.

Mail

Mail re-direction - Royal Mail requires 7 days notice.

Telephones

Give at least two weeks notice to all your providers.

T.V. Licence

Complete the change of address section on your existing Licence and send away.

**Doctor /
Dentist /
Optician**

De-register if you are moving away ... and register in your new area.

Inland Revenue

Notify your local Tax Office quoting your reference number.

**National
Insurance / DSS
Benefits**

Notify of new address details.

Insurances

Notify your brokers of your new address details.

Local Authority

Notify the relevant authorities in both your current area and the area in which you are moving to regarding your Council Tax.

Lofts / Attics

Empty and check the contents and dispose of any unwanted items.

Schools

Notify your children's school of their leaving dates and notify new schools as soon as you can.

One Week Before:

Electric & Gas

Contact your existing suppliers, giving at least 48 hours notice.

Water

At least 48 hours notice is required by both existing and new authorities.

Survival Kit

Pack a box in advance for the day of your move ... to include:
Light Bulbs, Toilet Rolls, Candles, Screwdriver and Pliers, a small amount of cash
and a note of important telephone numbers.
On the day of the move, put this box in the boot of your car!

Keys

Try and arrange with the vendors of your new home to have the keys as early as
possibly to help avoid unwanted delays.

Parking

Resolve any parking requirements you might have.

One Day To Go:

Washing Machine
and Dishwasher

Empty, disconnect and drain the pipes.

Moving Day:

Bedding

Remove bedding from all beds and clearly label on your packaging for immediate unpacking for your first night in your new home.

Once the vehicles have been loaded, walk around your old property checking everything has been completed inside and outside.

Take final meter readings and notify all services. On arrival at your new home, take all new meter readings.

On completion of the removal work, please sign the completion form and take a moment to add any comments you wish to make.

Moving to a new home can be one of the most exciting events in life and, by choosing **Baynton Willams** as your partner for the day, you can be sure everything will go the way you had planned. From the moment you call us, we will try to make you feel relaxed and happy knowing that we are totally committed to...

"moving you your way"